

Princess Owusu
65 Oplen St
Darkuman, Accra
Princessowusu777@gmail.com
0201265161
18th June 2023

The Hiring manager
Bombay Hotel
Darkuman, Accra

Dear Sir/Madam,

APPLICATION FOR EMPLOYMENT

I am writing to apply for the receptionist position at your prestige. With my past experience as a receptionist, I am confident I can provide excellent service to your guests.

In my previous role at Otumfuor Hotel- cantonments, Tesano Royal Hotel, I handled front desk duties such as managing reservations, checking in and out guests, and addressing their concerns. I received positive feedback for my friendly and efficient service.

Here are some skills I bring to this position:

Good Communication: I can communicate well with guests and colleagues.

Customer Service: I know how to provide great service to make guests happy.

Problem Solving: I can quickly resolve any issues that arise.

Attention to Detail: I keep accurate records and manage reservations well.

Multitasking: I can handle multiple tasks at once without compromising quality.

I am excited about the opportunity to work at Bombay Hotel and be part of a team known for excellent service. I have attached my resume for more details about my background. I look forward to discussing how my skills can benefit your team. I hope my application will be accepted and taken into consideration. Thank you

Yours Sincerely,
.....
Princess Owusu
0201265161